



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE FOR CIVIL RIGHTS

THE ASSISTANT SECRETARY

January 3, 2012
Superintendent
(LEA Name)
(LEA Street Address)
(LEA City, State Code and Zip)

www.crdc2011.org

Agency Login ID: (LEA ID)

Agency Password: (LEA Password)

Dear Superintendent:

Your local education agency has been selected for inclusion in the U.S. Department of Education (ED) 2011-12 Civil Rights Data Collection (CRDC). Every school district in the nation will be participating in the upcoming 2011-12 CRDC. The CRDC collects data on key education and civil rights issues in our nation's public schools, including student enrollment and educational programs and services, disaggregated by race/ethnicity, sex, limited English proficiency and disability. The CRDC is a valuable source of information about access to educational opportunities in our Nation's public schools that is used by the Department's Office for Civil Rights (OCR) and other Department offices, as well as policymakers, researchers and many others in the education community. First collected in 1968, the CRDC is a longstanding and important aspect of OCR's overall strategy for administering and enforcing the civil rights statutes for which it is responsible. **Completion of the 2011-12 CRDC by your agency is mandatory.**

There are four phases to the 2011-12 CRDC:

- Designating your agency's principal point of contact (due by January 20, 2012)
- The district profile update on the Advance Website (due by March 15, 2012).
- The collection of 2011-12 CRDC data.
- The submission of CRDC data at the school- and district-level (August/September-December 2012)

The first step is to designate your district's contact person for all activities related to the 2011-12 CRDC. Your district's contact person's responsibilities begin with completing the LEA profile, including confirming the list of schools and the reporting option your LEA will use. Please login to the CRDC informational website at www.crdc2011.org to provide your district's contact person's information, including an email address. Your district's unique login ID and password are provided in the top right-hand corner of this letter. **Please login to the Advance Website and provide the name and email address of your agency's contact person by January 20, 2012.**

The same website also serves as a source of valuable information about the 2011-12 CRDC. For an overview of the 2011-12 CRDC, please review the following downloadable CRDC-related materials:

- 2011-12 CRDC table layout and definitions for data elements
- Frequently asked questions
- Updates concerning the 2011-12 schedule
- Information about the support services available from the Partner Support Center along with upcoming webinars about the CRDC collection for 2011-12

Once we have your district's contact person and email address, we will provide your district with a special set of Advance Web Site instructions. These instructions will explain how to update your agency's profile on the Advance Website. **The agency profile update is due by March 15, 2012.**

400 MARYLAND AVE. S.W., WASHINGTON, DC 20202-1100
www.ed.gov

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

The 2011-12 CRDC is a web-based collection. Your district may choose instead to submit data in the Flat File Submission format. Information relating to these reporting modes is available at www.crdc2011.org.

If your LEA is unable to complete the requested LEA profile update due to a lack of Web connectivity, please immediately advise ED by contacting the Partner Support Center. You may also contact the Partner Support Center if you have any questions about the CRDC.

Telephone: 1-855-320-6459

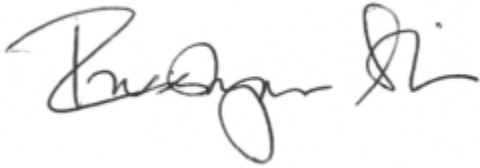
Fax: 1-888-FAX-EDEN (1-888-329-3336)

TTY/TDD: 1-888-403-EDEN (1-888-403-3336)

EDEN_CRDC@ED.GOV

Thank you for your time and attention to this important effort.

Sincerely,

A handwritten signature in black ink, appearing to read "Russlynn Ali". The signature is fluid and cursive, with the first name "Russlynn" written in a larger, more prominent script than the last name "Ali".

Russlynn Ali

Assistant Secretary

Office for Civil Rights